



LOUISVILLE FREE PUBLIC LIBRARY  
LIBRARY ADVISORY COMMISSION

**Library Advisory Commission Meeting Minutes  
January 21, 2025**

**I. Quorum and Call to Order**

The regular meeting of the Library Advisory Commission was called to order by Commission Chair Anita Riley Hall, at 4:32 on Tuesday, January 21, 2025. The meeting was held in the Board Room at the Main Library.

Others present included: Library Director Lee Burchfield, Library Communications Manager Paul Burns, Library Executive Administrator Benjamin Tipton, and Administrative Assistant Vanessa Fuller.

Commissioners in attendance were Anita Riley Hall, Brelin Tilford, Carla Robinson, Charity Garnett, Demiche Sewell, Marcus Walker, Nathan Smith, Tiffany Stith, and Whitney Soergel.

A motion to approve the minutes of the meeting held on December 17, 2024 was entered by Whitney Soergel, seconded by Marcus Walker, and approved.

A motion to approve the absences of Charity Garnett and Tiffany Stith from the meeting held on December 17, 2024 was entered by Marcus Walker, seconded by Nathan Smith, and approved.

**II. Planning Report**

No Planning Report.

**III. Finance Report**

No Finance Report.

**IV. Librarian's Report**

Lee Burchfield submitted a written Librarian's Report. Highlights were reviewed for the committee. The complete report is attached to these minutes.

**V. Chairpersons Report**

Chairperson Anita Riley Hall welcomed Brelin Tilford to the Library Advisory Commission.

**VI. Old Business**

No Old Business.



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**VII. New Business**

A motion to approve the Friends of the St. Matthews booksale request for March 21 – 23, 2025, June 20 – 22, 2025, September 26 – 28, 2025, and December 12 – 14, 2025 was entered by Demiche Sewell, seconded by Marcus Walker, and approved.

**VIII. Adjournment**

There being no other business, the meeting was adjourned at 5:02 pm.

*Minutes prepared by Vanessa Fuller, Administrative Assistant.*

**Library Director's Report**  
**February 2025**  
**Lee Burchfield, Director**

**Monthly Statistical Report Highlights**

- Circulation for Jan 2025 was down by 5.8% over Jan 2024 (311,535 vs 330,766).
- For the 12-month period we are still up by 0.6% (3,750,474 vs 3,729,210).
- Door count was down vs Jan 2024 by 10.0% (119,268 vs 132,568).
- For the 12-month period we are up by 3.2% (1,778,124 vs 1,753,597).
- Given the weather in January those declines were expected. The circulation miss is another in a series of year-over-year misses that are indicative of the underfunding of our library materials budget. Demand for the most popular titles continues to exceed our supply of copies.

**Capital Projects Update**

- Parkland. Grand opening 2/27 at 10:30.
- The Foundation will be hosting a reception for donors at 5:30 on 2/26 at Parkland. Commissioners should have received an invitation.
- Portland. Steel work, wall framing, and brick work are underway and construction is on-track. Still looking at completion in Summer of 2025, opening in Fall 2025.
- Fern Creek. Construction fence is up. Trailer should be on site by the weekend. Permit is in place and site clearing is underway.
- Main. Stacks demolition has begun. Scope coming together and design is looking really fantastic.

**Other**

- The 1<sup>st</sup> session of our latest Short Course was held January 16<sup>th</sup> with 150 in attendance. "Murder, Mystery, and Mayhem in Medieval England."
- Saturday, February 1<sup>st</sup> we had 80 people at our "Beats & Brews: A Jazz Age Event" at Western.
- The Library's budget hearing hasn't been scheduled yet. I'll get a date out to you once I have it.
- Spelling Bee is at 10 am on March 8<sup>th</sup> at Main in the Auditorium.

***Balance Sheet******12/31/2024*****Assets**

|                       |    |           |
|-----------------------|----|-----------|
| Cash/Checking Balance | \$ | 32,175    |
| Investments           | \$ | 8,852,279 |

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|                     |           |                  |
|---------------------|-----------|------------------|
| <b>Total Assets</b> | <b>\$</b> | <b>8,884,454</b> |
|---------------------|-----------|------------------|

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**Liabilities**

|                                   |    |           |
|-----------------------------------|----|-----------|
| Capital Campaign Pledge           | \$ | 1,000,000 |
| Unrestricted Spending Obligations | \$ | 2,060     |

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|--------------------------|-----------|------------------|
| <b>Total Liabilities</b> | <b>\$</b> | <b>1,002,060</b> |
|--------------------------|-----------|------------------|

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|---------------------------|-----------|------------------|
| <b>Total Fund Balance</b> | <b>\$</b> | <b>7,882,394</b> |
|---------------------------|-----------|------------------|

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|---|-----------|------------------|
| <b>Total Liabilities &amp; Fund Balance</b> | <b>\$</b> | <b>8,884,454</b> |
|---|-----------|------------------|

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| <b><i>Endowment Funds</i></b> | <b><i>12/31/2024</i></b> | <b><i>12/31/2023</i></b> |
|-------------------------------|--------------------------|--------------------------|
| Unrestricted Funds            | \$ 4,454,790             | \$ 3,708,497             |
| #3A, BALD                     | \$ 175,625               | \$ 153,418               |
| #3B, URI                      | \$ 523,843               | \$ 457,603               |
| #3C, Dorward/Emerson          | \$ 938,629               | \$ 819,940               |
| #3F, Beth Guthrie             | \$ 177,268               | \$ 154,853               |
| #3GF, Shapiro-Weitzenhoffe    | \$ 75,984                | \$ 66,376                |
| Library Technology Fund       | \$ 1,254,057             | \$ 1,095,482             |
| Eileen Keltner Estate/Trust   | \$ 267,186               | \$ 233,400               |
| Restricted R-Funds            | \$ 984,899               | \$ 863,004               |
| <b>Total Endowment Funds</b>  | <b>\$ 8,852,281</b>      | <b>\$ 7,552,573</b>      |

### Quarterly Ending Balance

